



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, D. C. 20380

MCO 3821.1A  
INTM:JEH:jeh  
6 Sep 1978

MARINE CORPS ORDER 3821.1A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: The Defense Attache System

Ref: (a) DIAR 100-5, Defense Attache System (NOTAL)

Encl: (1) Defense Attache System Billets for Marine Corps Personnel  
(2) Qualifications for Assignment to the Defense Attache System  
(3) Documents/Certificates Required from Personnel to be Nominated for Assignment with the Defense Attache System  
(4) Sample Nomination Letter

1. Purpose. To publish information and guidance pertaining to U. S. Marine Corps participation in the Defense Attache System and the prerequisites for selection and assignment of Marine Corps personnel to the Defense Attache System.

2. Cancellation. MCO 3821.1.

3. Background

a. The Secretary of Defense established the Defense Attache System under the Director, Defense Intelligence Agency in 1965.

b. Reference (a), sets forth policy and guidance for the operation and management of the system and defines the status, functions, relationships, selection and training of attache personnel.

c. The Marine Corps participates in the Defense Attache System by providing qualified personnel to serve in the following positions:

(1) Defense Attache (DATT).

(2) Naval Attache (American Legation, U. S. Naval Attache (ALUSNA)).

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(3) Assistant Naval Attache (Assistant, American Legation, U. S. Naval Attache (A/ALUSNA)).

(4) Assistant Naval Liaison Officer (Assistant, American Legation, U. S. Naval Liaison Officer (A/ALUSNLO)).

(5) Intelligence Assistant, U. S. Defense Attache Office.

d. The principal duties of a Marine officer assigned to the Defense Attache System are:

(1) To collect and report information.

(2) To provide military advice to the Chief of the Diplomatic Mission.

(3) If assigned as the DATT, to represent the Office of the Secretary of Defense, the Joint Chiefs of Staff (JCS), Commanders of Unified Commands, and other DOD and military components.

(4) If assigned as the ALUSNA, to represent the Secretary of the Navy, the Chief of Naval Operations, and the Commandant of the Marine Corps.

(5) If assigned as the A/ALUSNA, and the ALUSNA is a naval officer, to represent the Commandant of the Marine Corps.

(6) If designated the U. S. Defense Representative, to carry out security assistance and other responsibilities, and implement instructions from the appropriate Unified Commander.

(7) In the absence of a U. S. security assistance organization in the host country, administer security assistance activities in accordance with appropriate directives.

e. An enlisted Marine assigned to the Defense Attache System normally serves as an Intelligence Assistant. As an Intelligence Assistant he/she provides administrative and technical support to the Defense Attache Office.

#### 4. General Information

##### a. Definition of Terms

(1) Defense Attache System (DAS). A system established as an organizational function of the Defense

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Intelligence Agency (DIA), directed and maintained by the Director, Defense Intelligence Agency and supported by the military departments and other Department of Defense components as directed by the Secretary of Defense, consisting of:

(a) All military and other Department of Defense personnel assigned as members of the diplomatic staff of a mission for the performance of attache duties, and all personnel on competent orders for assignment to duty at Defense Attache Offices.

(b) Such headquarters, subordinate units, facilities and administrative functions as are specifically established by the Defense Intelligence Agency for the operation, control and maintenance of the system.

(2) Defense Attache (DATT). The senior military officer assigned to a Defense Attache Office and so designated by the Director, Defense Intelligence Agency. Marine officers are designated as Defense Attaches.

(3) Service Attache. An officer of a military service, assigned to the Defense Intelligence Agency and designated by the Director, Defense Intelligence Agency as an Army, Naval or Air Attache or Assistant Army, Naval or Air Attache. Marine officers are designated as Naval Attaches/Assistant Naval Attaches. In exceptional circumstances enlisted Marines may be designated as Assistant Naval Attaches.

(4) Service Liaison Officer. An officer of a military service assigned to the Defense Intelligence Agency and designated by the Director, Defense Intelligence Agency as an Army, Naval, or Air Liaison Officer or Assistant Army, Naval or Air Liaison Officer. Marine officers are designated as Assistant Naval Liaison Officers.

(5) Attache. A generic term encompassing the terminology in subparagraphs 4a(2), (3), and (4) above.

(6) Defense Attache Office (DAO). The office in a foreign country consisting of all attaches and other assigned attache personnel, materiel, activities, and facilities for which the Defense Attache has operating responsibilities. The DAO is a component element of a United States embassy or legation.

(7) Defense Liaison Office (DLO). The office in a foreign country consisting of all liaison officers and other assigned military personnel, materiel, activities, and facilities for which the Defense Liaison Office has operating

responsibilities in lieu of a Defense Attache Office when the United States representation is not of the rank of embassy or legation. (Hereinafter all references to DAO are equally applicable to DLO.)

b. Enclosure (1) is a current listing of the Defense Attache System billets requiring Marine Corps personnel. Included are tour length, length of training and language/grade/MOS requirements.

## 5. Selection and Nomination Procedures

a. General. The successful accomplishment of the tasks assigned to personnel within the Defense Attache System depends upon selection of the most highly qualified personnel available for assignment. It is mandatory that personnel selected possess the attributes which will ensure successful completion of a tour of duty within the Defense Attache System. Enclosure (2) is a listing of the mandatory and desirable qualifications prerequisite for assignment to the Defense Attache System. A background in intelligence is highly desirable although other qualities such as command, operational or staff experience, language ability or aptitude and area background can outweigh a lack of intelligence experience.

### b. Selection

(1) Selection of personnel for assignment to the Defense Attache System is the responsibility of the Commandant of the Marine Corps. This responsibility is discharged by the Deputy Chief of Staff for Manpower (CMC Code M) in coordination with the Director of Intelligence (CMC Code INT), Headquarters, Marine Corps.

(2) Personnel may be selected from 1 to 2 years prior to arriving on station at a Defense Attache Office. This lead-time is required to meet attache training requirements which may include language training of up to 48 weeks in length.

(3) Although individuals may be selected for assignment to the Defense Attache System where a volunteer is not available, service with the Defense Attache System is normally on a volunteer basis.

(4) Candidates for selection are determined by a review of records at Headquarters, Marine Corps of personnel who have requested attache assignments, personnel who have a language capability for the country under consideration, and personnel whose career pattern meets the training and tour of duty schedule requirements for the billet to be filled.

c. Nomination

(1) Upon notification by the Commandant of the Marine Corps (Code M) that a Marine is being considered for nomination for duty with the Defense Attache System, the prospective nominee will forward the forms and certificates listed in enclosure (3) to the Commandant of the Marine Corps (Code M).

(2) Upon determination by the Commandant of the Marine Corps (Code M) that the Marine is qualified for service with the Defense Attache System, a nomination letter, utilizing the format shown in enclosure (4), will be forwarded to the Director, Defense Intelligence Agency via the Director of Naval Intelligence, who must endorse Marine Corps nominations.

(3) The Director, Defense Intelligence Agency is responsible for final approval of personnel nominated for service with the Defense Attache System.

6. Application. Personnel desiring to apply for assignment to the Defense Attache System will make application by an appropriate entry in item 10, Section A of the U. S. Marine Corps Report of Fitness (NAVMC 10835) or submission of a request on an Administrative Action Form (NAVMC 10274) to the Commandant of the Marine Corps (Code M).

7. Action

a. Deputy Chief of Staff for Manpower (CMC Code M)

(1) Make initial selection of Marine Corps candidates for service with the Defense Attache System.

(2) In coordination with the Director of Intelligence (CMC Code INT), determine qualifications of candidates and approve final selection of each nominee.

(3) Submit the nomination letter to the Director, Defense Intelligence Agency utilizing the format shown in enclosure (4).

(4) Upon approval of the nominee by the Director, Defense Intelligence Agency, issue appropriate orders.

(5) In coordination with the Deputy Chief of Staff, Operations and Training (CMC Code OT) schedule sufficient quotas for appropriate attache/language courses to meet planned and anticipated requirements.

(6) Prepare and submit brief digest of Military History on each nominee.

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b. Director of Intelligence (CMC Code INT)

(1) Act as point of contact between the Commandant of the Marine Corps and the Defense Intelligence Agency in Defense Attache System matters.

(2) Monitor Marine Corps participation in the Defense Attache System.

(3) Ensure that attache personnel requirements are provided to the Deputy Chief of Staff for Manpower for action.

(4) Coordinate with the Deputy Chief of Staff for Manpower in determining candidate qualifications.

(5) Coordinate with other staff agencies in the establishment and disestablishment of attache system billets as required.

8. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.



L. F. SNOWDEN  
Chief of Staff

DISTRIBUTION: A

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DEFENSE ATTACHE SYSTEM BILLETS FOR MARINE CORPS PERSONNEL

<u>COUNTRY</u>	<u>BILLET</u>	<u>GRADE</u>	<u>TOUR LENGTH</u>	<u>TRAINING TIME</u>	<u>LANGUAGE</u>	<u>MOS REQUIRED</u>
AUSTRALIA	A/ALUSNA	Major	3 yrs	5 months	English	Any Gnd
CHILE	IntelAsst	SSgt	3 yrs	12 months	Spanish	0251
DENMARK	A/ALUSNA	Major	3 yrs	12 months	Danish	Any Gnd
DENMARK	IntelAsst	SSgt	3 yrs	12 months	Danish	0251
DOMINICAN REPUBLIC	DATT/ALUSNA	LtCol	3 yrs	13 months	Spanish	Any Gnd
EGYPT	IntelAsst	SSgt	3 yrs	15 months	Arabic	0251
FRANCE	A/ALUSNA	LtCol	3 yrs	12 months	French	Any Gnd
GREECE	A/ALUSNA	Major	3 yrs	17 months	Greek	Any Gnd
HONG KONG	A/ALUSNLO	LtCol	3 yrs	18 months	Chinese	Any Gnd
HONG KONG	IntelAsst	GySgt	3 yrs	15 months	Chinese	0251
INDONESIA	A/ALUSNA	Major	2 yrs	17 months	Indonesian	Naval Aviator
ITALY	A/ALUSNA	Major	3 yrs	12 months	Italian	Any Gnd
JAMAICA	DATT/ALUSNA	LtCol	3 yrs	5 months	English	Any Gnd
LEBANON	DATT/ALUSNA	Colonel	3 yrs	12 months	French	9906
LEBANON	IntelAsst	SSgt	3 yrs	12 months	French	0251
MALAGASY REPUBLIC	A/ALUSNA	SSgt	2 yrs	12 months	French	0251
MEXICO	A/ALUSNA	Major	3 yrs	12 months	Spanish	Any Gnd
MOROCCO	DATT/ALUSNA	Colonel	3 yrs	12 months	French	9906
NORWAY	IntelAsst	GySgt	3 yrs	12 months	Norwegian	0251
SENEGAL	DATT/ALUSNA	LtCol	2 yrs	14 months	French	Any Gnd
THAILAND	A/ALUSNA	Major	3 yrs	17 months	Thai	Naval Aviator
TURKEY	A/ALUSNA	Major	3 yrs	17 months	Turkish	Any Gnd
UNITED KINGDOM	A/ALUSNA	LtCol	3 yrs	5 months	English	Any Gnd
USSR	A/ALUSNA	LtCol	3 yrs	17 months	Russian	Any Gnd

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ENCLOSURE (1)

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QUALIFICATIONS FOR ASSIGNMENT TO THE DEFENSE ATTACHE SYSTEM1. Mandatory Qualifications

- a. Be married and be accompanied to station by family.
- b. Have demonstrated outstanding degrees of reliability, initiative and military performance, and the ability to adapt to unfamiliar situations.
- c. Be able to express himself/herself well, both orally and in writing.
- d. Not be within 5 years of mandatory retirement on the projected date of arrival on station unless he/she is fully qualified at the time of nomination to go on station without any further investment in language training.
- e. If below the grade of colonel, be in a competitive status for promotion to the next higher grade, i.e., not previously considered for promotion and failed of selection.
- f. Have a background investigation current within the last 5 years and be eligible for access to Sensitive Compartmented Information (SCI).
- g. Be physically qualified to perform all duties and present a proper appearance in military and civilian dress.
- h. Possess social and moral attributes which will reflect credit upon the Marine Corps.
- i. If under consideration for a Defense Attache/Naval Attache position, possess a baccalaureate degree and be a graduate of an intermediate and/or top level school.
- j. If under consideration for an Assistant Naval Attache/Assistant Naval Liaison Officer position, possess a baccalaureate degree and be a graduate of an intermediate level school.
- k. Be a U. S. citizen, preferably by birth, and be free of any family, commercial or other influencing relationship within any foreign country.
- l. If knowledge of a foreign language is required, the Marine must attain a minimum score of 25 on the Defense Language Aptitude Test (DLAT) or a minimum standard score of 89 on the Defense Language Aptitude Battery (DLAB).

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2. Desirable Qualifications

a. Command and combat experience appropriate to his/her grade and specialty (officers).

b. Prior intelligence experience with division level or higher intelligence staff.

c. Familiarity with Department of Defense/Joint Chiefs of Staff intelligence organization and functions.

d. Experience in administration.

e. Degree in international relations from an accredited college or university (officers only).

f. Has not previously served an accompanied, overseas tour of duty.

3. Mandatory Qualifications (Family)

a. Family members must present a good appearance and be free of physical handicaps.

b. Be citizens of the United States, preferably by birth, and must be free of any family, commercial or other influencing relationships within any foreign country.

c. Be free of family problems or business implications which might divert the Marine from his/her attention to military duty.

d. Be free from recurrent or chronic diseases which would require specialized medical care and/or extended routine medical treatment.

e. Be free from any behavioral or medical problems which would preclude performance of official and social duties of representing the United States publicly and privately in a foreign capital.

4. Desirable Qualifications (Family)

a. Proficiency or aptitude in foreign languages.

b. In the case of the spouse, possess a baccalaureate degree from an accredited college or university (officer).

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c. In the case of the spouse, dependent upon the availability of Government funds, be willing to participate in training in the customs, culture, and language of the country to which his/her spouse is to be accredited.

ENCLOSURE (2)

DOCUMENTS/CERTIFICATES REQUIRED FROM PERSONNEL TO BE NOMINATED  
FOR ASSIGNMENT WITH THE DEFENSE ATTACHE SYSTEM

1. Documents

a. From the individual to be nominated:

- (1) DD Form 398, Statement of Personal History.  
(Original and 5 copies. NOTE: All signatures must be original.)
- (2) DD Form 1584, Department of Defense National Agency Check Request. (Original and 4 copies.)
- (3) FD Form 258, Fingerprint Card. (2 sets.)
- (4) Privacy Act Statement.
- (5) Educational Records Release Statement. (4 copies.)
- (6) Credit Records Release Statement. (4 copies.)
- (7) Photographs. (2 sets, full length and full face each set, appropriate service uniform.)

b. From spouse of individual to be nominated:

- (1) DD Form 398, Statement of Personal History.  
(Original and 5 copies. NOTE: All signatures must be original. This form is only required from spouse of officer nominee.)
- (2) DD Form 1584, Department of Defense National Agency Check Request. (Original and 4 copies. NOTE: From spouse of enlisted nominee, only items 1 through 6 must be completed.)
- (3) FD Form 258, Fingerprint Card. (2 sets. NOTE: This form is only required from spouse of officer nominee.)
- (4) Photographs. (2 sets, full length and full face each set.)

2. Certificates

a. The individual to be nominated must complete the certificate as shown on page 2, enclosure (3) to MCO 3821.1A.

b. A medical officer must complete a certificate as shown on page 3, enclosure (3) to MCO 3821.1A.

ENCLOSURE (3)

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NOTICE: Read the Privacy Act Statement before filling out this form.

Authority for obtaining information on this form is Title 5 U. S. Code, Section 301. This form is used as the basic document for determining suitability for assignment to the Defense Attache System. The information is used as the basis for initial determination that the Marine and his/her family are qualified for assignment to the Defense Attache System. The information provided will not be divulged without prior written consent except to other Federal agencies also charged with making the foregoing determination. Providing information for the certification is voluntary, however, failure to furnish all or part of the certification will result in non-selection to the Defense Attache System.

(DATE REQUIRED BY THE PRIVACY ACT OF 1974 - 5 U. S. C. 552A)

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CERTIFICATION

(For Completion by Military Member)

1. List below any medical/behavioral problem or unusual family circumstance involving you or your family which could affect your selection for or performance of duty with the Defense Attache System.

2. I certify that neither I nor my dependents have a history of medical, dental, psychiatric problems, drugs, alcoholism, antisocial behavior, or other potentially disqualifying ailments/circumstances other than as listed above.

3. If my nomination is approved, I accept the assignment as to  
(Title of position for which nominated)

(Country)

(SIGNATURE)

ENCLOSURE (3)

CERTIFICATION

(To be completed by a Medical Officer)

1. I certify that I have personally examined the military member and the member's dependents listed below and have also personally reviewed their medical records. I have examined the military member and dependents with the knowledge that they are under consideration for assignment to the Defense Attache System in \_\_\_\_\_.

(Insert Country)

RELATIONSHIP

NAME


2. I have found the above individuals free from recurrent or chronic physical (including dental) or emotional illnesses which would require specialized medical care and/or extended routine medical treatment.

3. My examination and my review of the above individuals' records reveal no history of psychiatric problems, drugs, alcoholism, antisocial behavior or other potentially disqualifying ailments. From the medical standpoint, there is no information which would indicate that the above military member and dependents will have any difficulty in performing the demanding official and social duties of representing the United States publicly and privately in a foreign capital and in participating fully in the exacting public life of a United States embassy.

(SIGNATURE OF MEDICAL OFFICER)

ENCLOSURE (3)

SAMPLE NOMINATION LETTER

From: Commandant of the Marine Corps  
To: Director, Defense Intelligence Agency (Attn: AH)  
Washington, D. C. 20301  
Via: Commander, Naval Intelligence Command (Attn: NIC-22)  
2461 Eisenhower Avenue, Alexandria 22331  
Subj: Nomination of Colonel I. M. MARINE 000 10 00 01/9906,  
USMC as DATT/ALUSNA for any country  
Ref: (a) DIA request 000-YR/RPM-2C(PR) of (date)  
Encl: (1) Brief Digest of Military History of Colonel  
Marine  
(2) DD Form 398, Statement of Personal History  
(Original and 5 copies, case of Colonel Marine)  
(3) DD Form 1584, National Agency Check Request  
(Original and 4 copies, case of Colonel Marine)  
(4) FD Form 258, Fingerprint Card (2 sets)  
(5) Privacy Act Statement  
(6) Educational Records Release Form (4 copies)  
(7) Credit Records Release Form (4 copies)  
(8) Photographs (full length, full face)  
(9) Certificate of family medical history signed by  
Colonel Marine  
(10) Medical Officer's Certificate  
(11) DD Form 1584, National Agency Check Request  
(Original and 4 copies, case of Mrs. Marine)  
(12) FD Form 258, Fingerprint Card (2 sets, case of  
Mrs. Marine)  
(13) Photographs (full length, full face of Mrs. Marine)

1. Colonel I. M. MARINE 000 10 00 01/9906 USMC is nominated as the Defense Attache/U. S. Naval Attache for any country.

2. As required by the reference, enclosures (1) through (13) are forwarded.

3. Colonel MARINE is currently serving with the Second Marine Division, FMF, Camp Lejeune, North Carolina 28542.

A. B. CEE  
By direction

Copy to: CMC (INT)

ENCLOSURE (4)